

**Sts. Simon & Jude Church**  
**Justice, Peace and Integrity of Creation Commission Bylaws**

**1. Vision:**

The focus of the commission is to effectively build a community of faith where Catholic Social teaching is central, and where social ministry is integral and the work of every believer.

**2. Purpose:**

The commission will develop strategies to:

- Educate the parish community about Catholic Social Teaching
- Provide the opportunities for social action by the parish community
- Inspire Gospel values as Eucharistic people.
- Develop a community committed to social justice in daily living.

**3. Principles:**

The commission will identify and utilize the most effective means to challenge the parish community in the areas of human dignity, labor, common good, justice, and all issues pertaining to life.

**4. Strategy:**

To achieve these goals, the Commission shall strategically:

- Assess the parish community's social justice needs, concerns, and issues.
- Educate parishioners about Catholic Social Teachings.
- Create opportunities at the parish level to participate in legislative advocacy involving Catholic Social Teaching and the United States Conference of Catholic Bishops.
- Develop and maintain local community networks of support and information related to social justice issues.
- Integrate the language and values of Catholic Social Teaching into liturgies and prayer life.
- Recruit a wider circle of support and participation in furthering the commission's goals.

**5. Members of the Commission**

**A. Job Description**

Responsible for studying and considering justice related issues and then challenging the parish community in the areas of human dignity, labor, common good, justice, and all issues pertaining to life.

**B. Qualifications for membership:**

Persons who wish to serve on this Board must:

- Be a registered active member of the parish
- Be available to attend the commission's meetings (see section 6).
- Be genuinely interested in an understanding and commitment to the Social Teaching of the Catholic Church.
- Be committed to a consensus-building model.

**C. Members:**

There is to be a range of 8-12 members on the Commission, not including ex-officio members. There must be 2/3 of total membership present at the meeting to come to a consensus on action items. The following are the members and the method by which they are selected to the Commission.

- **Ex-officio members:**

Those members serve on the Commission by virtue of the office they hold. They shall continue to serve on the Commission as long as they hold that position.

Those persons are:

- ◆ The Pastor
- ◆ The Pastoral Associate
- ◆ The Former Chair

- **Membership:**

The position is open to any member of the parish community who is a registered, regularly contributing member of the community. When a vacancy occurs on the Commission, the members of the Commission shall then nominate applicants to fill the vacancies. Candidate's names will be submitted to the pastoral staff. The pastor has the final decision on who will serve.

- **Term**

The members will serve for a minimum term of two years and a maximum of no more than three consecutive terms. Should a vacancy occur prior to the completion of the term the sitting members of the board will then select applicants to fill the vacancy.

**6. The Co-Chairpersons of the Commission:**

The Board will be led by Co-Chairpersons. They will *be* elected with a majority vote by the members of the Commission and approved by the pastor for a two-year term. Should a Co-Chairperson's term expire before the end of the term that Co-Chairperson would continue to serve out the remainder of the term.

**7.**

**A. Qualifications for the Chairpersons:**

In order that a person be elected Co-Chairperson, he/she must be:

- Be a member of the Commission.
- Demonstrate leadership skills and abilities
- Be willing to listen to the concerns of all the members with compassion and understanding
- Be familiar with group dynamics and consensus building.
- Be familiar with the principles of Catholic Social Teachings.

**B. Duties of the Chairpersons:**

- Prepare the agenda
- Chair the meeting of the Commission
- Begin each meeting stating the parish mission statement and core values
- Invite the members to read the Gospel and lead the opening prayer
- Facilitate the invitation of any experts and guests to the Commission's meetings
- Oversee all the activities of the Commission
- Appoint a Recording Secretary

## 8. The Committees:

### A. Standing Committees:

The Standing Committees will be:

- **The Interfaith Liaison Committee.** This committee will work with the Huntington Beach Interfaith Council to identify opportunities for Sts. Simon and Jude parish involvement and will be a liaison between Sts. Simon and Jude and the Huntington Beach Interfaith Council.
- **Youth Formation Committee.** This committee will
  - ◆ Work with the Youth Ministry.
  - ◆ Provide outreach to the parish youth to promote an understanding of Catholic Social Teaching.
  - ◆ Offer youth opportunities for one-time or short-term community service opportunities that include reflection on the experiences in light of Catholic Social Teaching.
- **Respect Life Representatives.** These representatives will meet with the Respect Life Deanery 5 Group and the Bishop to support Respect Life issues.
- **Parish Ministries Committee.** This committee will facilitate assessments with parish boards, councils & commissions and offer parish Catholic Social Teaching opportunities that are not covered by the other JPIC committees.
- **Legislative Advocacy Committee.** The main goal of this committee is to create opportunities at the parish level to participate in legislative advocacy involving Catholic Social Teaching and the United States Conference of Catholic Bishops (USCCB). It
  - ◆ Will form a parish legislative e-mail network based upon the bishops' websites.
  - ◆ Will promote Catholic Lobby Day.
- **Liturgy Interface Committee.** The main goal of this committee is to further integrate the language and values of Catholic Social Teaching into liturgies and prayer life. It
  - ◆ Will collaborate with the Liturgy Board on liturgical seasonal action
  - ◆ Offer homily resources to the homilists
  - ◆ Create and promote devotions related to Catholic Social Teaching.
- **Faith Formation Committee.** This committee's main goal is to educate the parishioners about Catholic Social Teaching. It will:
  - ◆ Collaborate with the Catechetical Board on social justice theme events.
  - ◆ Provide in-service or workshops regarding social justice for parish educators
  - ◆ Offer one-time or short term community service opportunities that include reflection on the experiences in light of Catholic Social Teaching.
  - ◆ Establish and maintain a list of social justice resources for the SSJ community to use.
  - ◆ Offer voter issues meetings before elections.
- **Other Parishes Interface Committee.** This committee will meet with representatives of other parishes to identify and explore areas of shared interest and support for justice related activities.
- **Peace and Justice Deanery Network Representatives.** This committee will represent the Commission with the Peace and Justice Deanery Groups and work with other members in support of its mission.

**B. Ad Hoc Committees:**

- By-Laws Committee (3 members) this committee will prepare and the by-laws for the JPIC Commission and future revisions to the by-laws. It will serve at the request of the Commission.
- Goals and Objectives Committee (3 members) this committee will define the goals and objectives for the JPIC Commission for review and consensus by the Commission. It will serve at the request of the Commission.
- Special Events. These committees will be identified by Commission to support special events as they are identified.

**9. Ballot Process for Electing Co-Chairpersons**

A secret ballot will be used to assure the privacy of each individual's voting rights and the fairness of the overall decision. Voting will follow the 'straw vote' process of casting ballots as often as needed to reach a majority. The Recording Secretary will count the ballots and announce the results to the group. The two candidates with highest number of votes will be elected.

**10. The Recording Secretary:**

The Co-Chairpersons shall appoint a Recording Secretary recruited from the parish at large. He/she will be responsible to take minutes of the meetings and prepare the minutes for distribution to the members. He/she will see that notes and minutes are published on the parish website. An important function will be to clarify understanding of agreements at the meeting and to accurately reflect them in the written summary

**11. Meetings:**

**A. Commission Meetings**

The Commission shall meet regularly as determined by its members at an appropriate facility on SSJ campus. If the Commission's meeting is to be held at a location other than the SSJ campus, the Co-Chairpersons will arrange accommodations and notify the members. All members of the Commission shall attend the meeting. Guests and experts may be invited to attend. Meetings shall be open to all members of the parish community.

**B. Quorum**

A showing of 2/3 Commission members will constitute a quorum for the transaction of business. Every action taken or decision made by a consensus of the quorum members present will be the act of the Commission. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of members, if any action or decision made is approved by consensus quorum for that meeting.

**C. Action without a Meeting**

Any action that the Commission is required or permitted to take may be done without a meeting if all of the members of the Commission consent in writing. Written actions may be in the form of electronic or hard copy (paper) media. The action by written consent will have the same force and effect as any other validly approved action of the Commission. All consents will be filed with the minutes of the proceedings of the Commission.

**12. Consensus Model Process**

- A. Consensus is a group process for decision making in which all come to a common understanding and agree to support the decision of the whole.
- B. Non-negotiable of consensus – It is built on prayer, based on mutual trust among persons making the decision and honors the teachings and scriptures of the Church.
- C. Consensus does not involve majority rule (no votes), compromise (people don't give up to keep peace), competition (no winners or losers), quick decisions (consensus takes time) and has a dependence on the leader to engage all in the discussion and come to a decision.
- D. The members of the Commission participating in the consensus model process shall:
- Speak to the issue
  - Listen actively in cooperation with the Holy Spirit
  - Voice the gifts of ideas
  - Strive for the good of the whole
  - Trust that a path to a solution exists
  - Be willing to recognize the solution
  - Accept the solution when it appears
  - Publish or put the solution into practice
  - Feed the results back to the process
- E. The consensus process requires:
- Us to give up our pride while keeping our values
  - Us to be accepting of the position of others without running to the expediency of compromise
  - Honesty of each member
  - Compassion as we listen and acknowledge that the Spirit has gathered us together
  - Us to express our positions
  - The commitment to invest the time necessary to consider all relevant positions
  - Preparation for a meeting
  - That all commit to abide by the decision

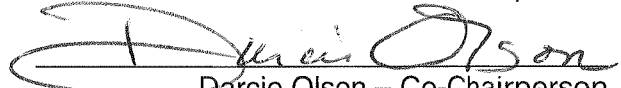
**13. Amending these by-laws:**

- A. Amendment by the Commission: Subject to the rights and the limitations of members, the Commission may adopt, amend or repeal guiding principles (bylaws) unless the action would materially and adversely affect the members' ability to achieve a consensus of the Commission. The Commission may not extend the term of a member beyond that for which the member was selected.
- B. Once members have been admitted to the Justice, Peace and Integrity of Creation Commission, the members may not, without a consensus of the Commission, specify or change any bylaw provision that would: Fix or change the authorized number of members; Fix or change the minimum or maximum number of members, or; Change from a fixed number of members to a variable number of members or vice versa.

Adopted: *January 9, 2006*

  
Patsi Wagner – Pastoral Associate

  
Donna Rustvold – Co-Chairperson

  
Darcie Olson – Co-Chairperson